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REPORTS INVENTORY						CONTROL NO. 097	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (if a fill-in report include Form No.) CAPER - List J - Overt and Semi-Overt Cases which have been closed with a Type 4 Action						2. TYPE OF REPORT <input type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL LOGISTICS MEDICAL		TRAINING SECURITY FINANCE		ADMIN. GENERAL OTHER (specify)	
4. NO. OF COPIES PREPARED 1--on 20th of month 4--at end of month		5. FREQUENCY (weekly, monthly, quarterly, etc.) twice each month		6. DISTRIBUTION (No. of components not number of copies) 1--on 20th of the month 4--at end of the month			
7. FORMAT (memorandum, form computer print-out, etc) Computer Print-Out		8. ADP PROCESSING <input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. NO 580		9. DIRECTIVE AUTHORITY REQUIRING REPORT <div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div> 25X1 (basic policy statement)			
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/SR & CD				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Punched Cards (SR & CD)			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
PUNCHED CARDS	NUMBER		COST EACH				
	389		.05		19.45		12 350.10
B. COSTS OF COMPUTER PRODUCED REPORTS							
PAGES		COST PER PAGE					
1 (Single Copy)		.05		.05		24 1.20	
4 (Multicopy)		.03		.12		24 2.88	
TOTAL COSTS PER YEAR						\$354.18	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. Provides an end of the month report item.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input checked="" type="checkbox"/> OTHER (explain) Retain as is, pending development of comprehensive revision of case processing system, now entering Design Phase.						MAN-HOURS DOLLARS 25X1	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION	
9 October 1970		Approved For Release 2006/11/13 : CIA-RDP75-00399R000100070129-8 Security Officer/Systems Analyst				<div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div>	

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